



Widening Participation Student Ambassador

Widening Participation Outreach Team

August 2016

Job Profile

Post:	Widening Participation Student Ambassador
Department:	WP Outreach Team Student & Academic Services
Responsible to:	WP Outreach Team
Applicants	This position is only open to current City, University of London students
Hours	The position is a casual post offering the flexibility to work around your studies. Successful applicants are informed of relevant work they can sign up for throughout the year.
Rates of Pay	A minimum of £8.00 per hour plus holiday pay with the opportunity to earn a higher rate by taking on positions of additional responsibility

Role

The Widening Participation Outreach team is part of the Student Experience team at City, University of London. The aim of the team is to support young people in making realistic, well-informed decisions about their future, challenging preconceptions, helping them to achieve the grades required to meet their aspirations and to develop the skills and knowledge to be successful. We work with schools and colleges in areas of deprivation, areas with low progression rates onto higher education and with young people who may be the first generation of their family to attend university.

WP Student Ambassadors support the work of the team by acting as positive role models for young people. They provide the important student view of university. Ambassadors undertake a range of tasks that include mentoring, presenting, leading groups, and acting as tour guides and facilitators – all with support and supervision from the WP Outreach team.

We welcome applications from both undergraduate and post-graduate students across all academic schools. We currently have a shortage of male ambassadors and students studying STEM subjects and are particularly keen to recruit student from both these groups.

Widening Participation Outreach Activities

- University visit days and open days for both primary and secondary schools
- University Taster Weeks, including Health, Engineering, Business, Psychology, Media, Law and Music
- Careers talks and UCAS application workshops
- UniMentors, a mentoring scheme which supports young people to learn more about higher education
- Masterclasses, including Business, Computer Science, Social Sciences, Engineering, Psychology and Law
- Rising Stars partnership scheme for primary schools
- Snapshot, a yearlong programme offering a range of insights into university and employability

Considerations before applying

Workload: We would expect you to work on at least one event per term, although we realise this might vary throughout the year depending on your university commitments. We ask that you consider your workload throughout the year and consider this when applying.

Travel: The majority of events run on weekdays between 9.30am and 3:30pm. The majority of these events are held on campus; travel expenses to and from campus are not reimbursed. Please consider this before applying, particularly if your journey to university is long and/or expensive. We will reimburse reasonable travel expenses if you are asked to go out to a school or college.

Main Responsibilities

1. To be a committed and reliable team member, proactively engaging with young people on a range of widening participation outreach activities
2. To support City staff in raising aspirations, engaging and inspiring young people to continue with their education and learn more about the benefits of university
3. To supervise groups of young people on campus events, ensuring they are safe and happy and seeking support from staff members if any issues arise
4. To engage with young people on WP activities, encouraging them to get involved, speak up, express themselves and work as a team
5. To share experiences of university life by delivering talks, presentations and answering question directly from young people informally or as part of a student panel
6. To deliver campus tours, making these engaging for the young people
7. To help in the set-up of, and tidy away after, events
8. To take part in longer-term projects, working with a small group of students to increase their motivation and aspirations around higher education
9. To occasionally work on administrative tasks such as data entry when needed.

New projects are developed each year and the above responsibilities may be expanded accordingly. *The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.*

Person Specification

<i>Knowledge:</i>	Essential /Desired
• Knowledge widening participation agenda and its objectives in relation to higher education	(E)
• Understanding of the challenges facing young people in considering, researching and applying to University	(E)
<i>Skills</i>	
• Excellent communication skills suitable for a variety of different settings and audiences	(E)
• Evidence of reliability and commitment	(E)
• Excellent interpersonal skills	(E)

- Enthusiastic and positive approach to university life and higher education (E)
- Confidence delivering presentations to both small and large groups (E)
- Good time management skills (E)
- An interest in and commitment to equity of access to higher education (E)
- Ability to work successfully as part of a team (E)
- Ability and willingness to travel to various destinations across London for events/activities (D)

Experience

- Current City University London student (E)
- Experience working with young people, either paid or voluntary (E)
- Experience supporting young people from WP backgrounds (D)
- Experience of facilitating or leading activities/workshops (D)

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University.

Sustainable Development

The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improve the environment for the University and the wider community. This is promoted via The Forum for the Future – Higher Education Project. Please refer to website <http://www.he21.org.uk/index.html>. Details of policy, information and staff development for environmental issues will be promoted through the website and various University communication channels.